



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
239 BINTER STREET
FORT KNOX, KENTUCKY 40121-5205

REPLY TO
ATTENTION OF:

Expires 10 April 2008

IMSE-KNX-MWA (672)

10 April 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 32-06 – Public Service Awards Program

1. References.

- a. AR 672-20, Incentive Awards, 29 January 1999.
- b. TRADOC Supplement 1 to AR 672-20, Incentive Awards, 19 January 2005.

2. This policy memo provides requirements and guidelines for the nomination and processing of non-government employee public service awards. Public service awards are commonly, but not exclusively, bestowed on the civilian spouses of Soldiers. Public service awards are not bestowed automatically in accordance with a Soldier's PCS or retirement. Presentation of awards, for deserving spouses, may coincide with these career milestones. Public service award nominations are considered based on achievement and individual merit. Commanders will consider nominees' service to the community, volunteer hours/activities, membership in various philanthropic organizations, Family Support Group (FSG) activities, period of service involved, previous awards or recognition, and any other notable service.

3. The Department of the Army provides five specific non-government employee public service awards. They are in precedence: Commander's Certificate of Appreciation (at any level of command), Certificate of Appreciation for Patriotic Civilian Service, Commander's Award for Public Service, Outstanding Civilian Service Award, and lastly the Secretary of the Army Public Service Award. The enclosed Awards Comparison Chart describes each award, the level of command by which the award can be approved, and a comparison to equivalent military awards.

4. Commanders will develop a nomination, processing, and approval process appropriate for their organizations. Again, public service awards are not automatic and are based on merit. Commanders will develop nomination and approval processes analogous to those used for military awards. For non-employee public service awards, the Army Volunteer Corps Coordinator, 624-6291/8391, can assist with the provision of blank certificates, sample narratives, and medal sets.

- a. Correct documentation includes DA Form 1256, typed justification, and proposed citation.

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b. Upon approval of the award, the nominating organization will prepare the appropriate certificate for the commander's signature.

c. Awards requiring the installation commander's or higher approval will be submitted to the USAARMC Secretary of the General Staff (SGS) for processing. Nominations for high-level awards must be submitted to the SGS at least 90 days before the intended presentation date.

5. Because volunteers often work behind the scenes, their accomplishments may go unrecognized. I strongly encourage commanders and leaders to give these selfless individuals well-deserved recognition by nominating them for volunteer and public service awards. Doing so demonstrates our appreciation and support.

Encl



ROBERT M. WILLIAMS
Major General, USA
Commanding

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AWARDS COMPARISON CHART		
<u>MILITARY</u>	<u>CIVILIAN EMPLOYEES</u>	NONEMPLOYEES (<u>PUBLIC SERVICE AWARDS</u>)
Distinguished Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of Army must approve</i>	Decoration for Exceptional Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>	Secretary of the Army Public Service Award <i>Certificate, Silver Medal and Lapel Pin</i> <i>Secretary of the Army must approve</i>
Legion of Merit <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above approve</i>	Meritorious Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commander must approve</i>	Outstanding Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>MACOM Commanders (has been delegated to CG, USAARMC)</i>
Meritorious Service Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above</i>	Superior Civilian Service Award <i>Certificate, Medal and Lapel Pin</i> <i>Commanders MG and above or civilian equivalent</i>	NO EQUIVALENT AWARD (use next higher or lower)
Army Commendation Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above</i>	Commanders Award for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders COL and above or civilian equivalent</i>	Commanders Award for Public Service <i>Certificate, Bronze Medal and Lapel Pin</i> <i>Commanders COL and above</i>
Army Achievement Medal <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above</i>	Achievement Medal for Civilian Service <i>Certificate, Medal and Lapel Pin</i> <i>Commanders LTC and above or civilian equivalent</i>	NO EQUIVALENT AWARD (use next higher or lower)
NO EQUIVALENT AWARD	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>	Certificate of Appreciation for Patriotic Civilian Svc. <i>Certificate and Lapel Pin (no medal)</i> <i>Any commander LTC and above</i>
Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Achievement <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>	Certificate of Appreciation <i>Certificate – no pin, no medal</i> <i>Local commanders may redelegate</i>